

**USE OF ELECTRONIC FUNDS TRANSFER PAYMENT METHODS**

**1. REASON FOR ISSUE.** This directive is being issued to promote the use of Electronic Funds Transfer (EFT) as the preferred payment method for the Department of Veterans Affairs.

**2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive provides the policies, benefits, and requirements for using EFT payment methods.

**3. RESPONSIBLE OFFICES.** Lynn Britt, EFT Coordinator, Austin Finance Center, Austin, Texas, (512) 389-5090 (facsimile (512) 389-5239). Michelle Nolte, Procurement Analyst, Acquisition Policy Division (95A), (202) 523-3424.

**4. RELATED HANDBOOK.** None.

**5. RESCISSIONS.** None.

**CERTIFIED BY:**

**BY THE DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

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**FOR SCREEN READERS ONLY**

VA Directive 4113 Transmittal Sheet was signed on May 10, 1995,  
By Nada D. Harris, Deputy Assistant Secretary for  
Information Resources Management, and  
Eugene A. Srihouse, Assistant Secretary for  
Human Resources and Administration

MAY 10, 1995

VA DIRECTIVE 41.13

## USE OF ELECTRONIC FUNDS **TRANSFER** PAYMENT METHODS

1. **PURPOSE.** To promote the use of Electronic Funds Transfer (EFT) to contractors and vendors as the preferred payment method.

2. POLICY:

a. Contracting **officers** shall:

(1) Include **FAR** Clause 52.232-28, Electronic Funds Transfer Payment Methods, in full text in all solicitations and contracts, including real property leases and purchase orders;

(2) Ensure that Standard Form (SF) 3881, Payment Information Form ACH Vendor Payment System, is included in all solicitations and contracts:

(3) Recommend the use of EFT through appropriate conferences, conversations, highlighted statements in solicitations, and correspondence with vendors, bidders, offerors, and contractors;

(4) Educate the vendor community on the payment timing provisions of the Prompt Payment Act;

(5) Obtain the vendor's tax<sup>3</sup> identification number when a contract or purchase order is issued;

(6) Ensure that the purchase order is issued in the name of the company that will invoice VA for the goods or services rendered; and,

(7) Provide the vendor with the Purchase Order (PO) number and emphasize the importance of including the PO number on invoices. The vendor should also be reminded that this number must be included on all invoices.

b. Contractors or vendors apply for EFT by submitting an appropriately completed SF 3881 to the Austin Finance Center, P.O. Box 144970, Austin, Texas 78714. Once received, the EFT Coordinator assigns an Agency Vendor Identification Number that identifies the vendor as a recipient of EFT. Thereafter, all payments made to that contractor or vendor for any VA facility can be made using EFT.

**VA DIRECTIVE 4113**

**MAY 10, 1995**

**3. RESPONSIBILITIES.** Lynn Britt, EFT Coordinator, Austin Finance Center, (512) 389-5090 (facsimile (512) 389-5239). Michelle Nolte, Procurement Analyst, Acquisition Policy Division (95A), (202) 523-3424.

**4. REFERENCES.** Office of Management and Budget Bulletin No. 94-09, Payments by Electronic Funds Transfer, and Federal Acquisition Regulation, Part 32, Contract Financing